East Providence High School Technology Plans
2005 – 2009

Vision Statement

The East Providence High School Library strives to be innovative, flexible, and responsive in providing information resources, access, and technology to all students and faculty. It is the library's vision to create a learning environment that will ennable all students to prepare themselves to be life-long, effective users of information technology. Students will learn how to access information from both electronic databases, and the Internet, with particular attention paid to evaluation of Internet information.

Goal I: Information Technology will be implemented in the library to prepare students to function in an environment rich with diverse sources of information.

Objective A: Provide each student with equal access to ideas and information in varied formats.

Activities for Implementation:

1. Increase number of available state-of-the-art workstations to 35. (6/06)
2. Expand designated OPAC stations to minimum of 2 additional locations in the center of the library and one in reference. (6/06)
3. Upgrade Circulation software to current RILINK standard. (Ongoing)
4. Establish designated RILINK computer workstation for patron use. (6/06)
5. Expand scanning capabilities by adding an updated flat bed scanner for patron and staff use. (6/06)

Objective B: Provide universal means for students to be able to acquire and process new knowledge and skills through the latest technology.

Activities for Implementing Objective B:

1. Increase number of available state-of-the-art workstations to 35 to increase utilization of our 75 Internet drops. (6/06)
2. These 35 workstations will utilize CD-Rom and flash drive capability for storage of student work, including senior project. (6/06)
3. Install a program such as "Deep Freeze" on public access computers to eliminate interference with computer settings. (6/07)
4. Provide mobile carts for two large screen TV's with VHS and DVD capability for inlibrary or classroom use. (3/06)

Objective C: Provide both students and faculty with the latest technology so that they are equipped with the technological skills to function in society.

Activities for Implementing Objective C:

1. Enhance library network capibilities. Upgrade network as necessary. (Ongoing)
2. Add minimum of 2 computer workstations in "Faculty Only" area to increase the access and convenience, particurlarly for teachers without access to computers during planning periods. (6/06)
3. Activate minimum of 3 Internet drops in Faculty area of library to accomodate those with laptops. (6/06)
4. Supplement present networked laser printer with 2 additional laser printers. (6/08)
5. Investigate the feasibility of acquiring laptop computers and wireless networking to support this technology platform. (6/09)

Goal II: Foster information sharing among teachers, students, and parents through access to and use of information technology.

Objective A: Promote integration of information technology in class assignments.

Activities for Implementation:

1. Demonstrate to both students and teachers method of transmitting information and research via email. (Ongoing)
2. Support the provision of all students and faculty with an EPH email address. (6/09)
3. Incorporate student and faculty email addresses into patron record. (6/08)
4. Initiate use of email to communicate with students and teachers concerning research and library materials. (6/08)
5. Instruct faculty in use of digital camera equipment available for classroom use. (Ongoing)
6. Investigate the feasibility of incorporating fax capabilities for patron and library staff use. (6/09)

Objective B: Collaborate with teachers to include legitimate information management skills in research assignments.

Activities for Implementing Objective B:

1. Continue to update and promote the use of the LMC web page for both onsite and offsite research needs, including remote access to EBSCO. (Ongoing)
2. Demonstrate to students/faculty/parents how LMC web page can be used for "Homework Help", including link to EP Public Library with instructions on how to use their library card to access databases and records. (Ongoing)
3. Expand the LMC web page so that it is a focal point for students accessing academic/research information for assignments and projects. (6/07)
4. Promote and demonstrate use of EPHS web page "Bulletin Board", a teacher/student/parent communication instrument for homework listings, class

assignments, and student projects. (Ongoing)
5. Support Portfolio Worksheet Skills: Computer knowledge d; Employability a, c; Information-Retrieval a and c. (10/05 - Ongoing)
6. Encourage faculty to include these skills on Reflection Sheets when their classes are scheduled into the library. (10/05 - Ongoing)

Objective C: Expand instruction in and promotion of the educational potential of electronic information tools.

Activities for Implementing Objective C:

1. Provide guidance concerning the capability of technology to support individualized learning, inquiry based learning, and creative multimedia presentations. (6/08)
2. Have available instructional handouts for utilizing Word, PowerPoint, Excel, MLA, and APA formats, as well as links to websites providing this basic instruction. (6/07)
3. Encourage and support interpretation and assimilation of information with the appropriate use of citations. (Ongoing)

Goal III:
Develop and evaluate electronic resource services for student and faculty educational, informational, and recreational needs.

Objective A: Provide students and faculty with appropriate electronic databases for research needs.

Activities for Implementation:

1. Evaluate electronic resources presently available to library patrons. (Ongoing)
2. Continue to research and evaluate intellectually and age appropriate electronic resources on an annual basis. (Ongoing)
3. Provide individual/class instruction in potential and practical use of informational resources. (Ongoing)
4. Advocate for a line item in the budget to reflect databases. (Yearly)

Objective B: Promote web site evaluation skills as a necessary function within the educational process.

Activities for Implementing Objective B:

1. Incorporate web site evaluation within orientation, onsite classes and with individual library research. (Ongoing)
2. Provide print guidelines and links on LMC webpage to assist students and faculty in determining suitability, accuracy, and point of view of web content. (6/04)

Objective C: Promote the integration of the informational and instructional roles of technology.

Activities for Implementing Objective C:

1. Collaborate with teachers to incorporate LCD and Distance Learning technology into subject area curriculum as a teaching tool, supported by presentations and assignments. (Ongoing)
2. Expand integration of LCD technology in class instruction through addition of a mobile unit to be circulated by faculty. (6/09)
3. Evaluate statistical use of existing electronic resources and develop methods to increase and focus use. (Ongoing)

Goal IV: Establish library as an information center that exists to support student literacy, learning, and instruction by faculty.

Objective A: Create an inviting, educational climate in the LMC through library design and through monitoring of facility use.

Activities for Implementation:

1. Establish the library as a service oriented facility for both information gathering, curriculum support and personal interests. (6/04 - Ongoing)
2. Arrange and maintain multifunctional environment for group instruction, individual research, technology access, and reading pleasure. (6/04 - Ongoing)
3. Promote individual library access during the school day with a teacher pass, as well as before and after school. (6/04 - Ongoing)

Objective B: Maintain an atmosphere which is conducive for learning, reflection, and acquisition of knowledge.

Activities for Implementing Objective B:

1. Facilitate inquiry based learning, critical thinking, assimilation of information by providing access to print and electronic resources. (6/04 - Ongoing)
2. Establish a climate of respect for and consideration of all patrons utilizing the library facility and resources through consistent expectation of appropriate behaviors. (Ongoing)
3. Post: EPHS Mission Statement, National Reading Standard, Information and Literacy Standards and the Acceptable Use Policy. (6/04 - Ongoing)

Objective C: Develop and maintain an atmosphere to promote productivity and effective utilization of the LMC.

Activities for Implementing Objective C:

1. Encourage and promote simultaneous educational activities including technology access, print research, group instruction, teacher collaborations and

conferences, and recreational reading. (6/04 - Ongoing)
2. Annual proposed budget request will include a Status of the Library statement, and a budget request reflective of the print, technology, and database needs, as well as the minimum staffing required (1968 Standard), to meet the expectations of students and faculty in support of the curriculum. (6/03 - Ongoing)

Goal V: Incorporate within the annual library planning a philosophy embracing the necessity of continual Professional Development in Information Technology.

Objective A: Formulate an annual schedule for staff professional development covering varied aspects of information technology.

Activities for Implementation:

1. Include LORI CE programs in staff Professional Development. (6/04)
2. Incorporate annual RIEMA Conference attendance in the Professional Development Plan. (6/04)

Objective B: Initate and promote patron access to diverse technology hardware and software.

Activities for Implementing Objective B:

1. Increase number of available, full service, state-of-the-art workstations to 35 to meet ever increasing demand by individual students, faculty, and whole instruction based classes. (6/06)
2. Expand technology access into Reference Room by adding a minimum of two, networked workstations, one laser printer and one flat bed scanner. (6/06)

Objective C: Utilize accepted principles of Collection Development to enhance information resources available at the LMC.

Activities for Implementing Objective C:

1. Utilize Collection Analysis, a service of Follett, to review print collection, to target critical deficiencies, and to create a plan to remediate and strengthen collection as a support vechicle for the curriculum and Standards. (6/03 - Ongoing)
2. Review databases that align and support curriculum and add as budget allows (example: Opposing Viewpoints). (Ongoing)
3. Review educational websites and add links to LMC website where appropriate or as requested by faculty to support assignments. (Ongoing)

Evaluation

The East Providence High School Library is evaluated by NEASC as part of the high school accreditation process. NEASC will again be conducting the accrediation process in 2008. Evaluation of library personal is completed annually as per contract. In 2004, the library program was evaluated by a SALT team. Annual self-evaluation and goal setting by the the library staff is an on-going process using statistical data. Output measurements are used to determine budget priorities as an overlay on basic collection development practices. This assessment process will effectively guide the library program to determine areas of growth, change, and patron use of information technology.

Budget

An annual budget request is submitted in February for the following academic year. The East Providence budget cycle is November 1st to October 31st. Included in the budget request is a statement regarding the Status of the Library. This includes strengths, weaknesses, improvements, and recommendations. At present, the budget does not provide a line item for technology. There is a line item for periodicals, books and other. The line marked other represents RILINK, Follett updates and maintainence, although it is not designated. Requests have been made to change the line items to reflect current practice and Standards. This change has not been granted to date. Ideally, there would be additional line items for technology updates, electronic databases, and a technological capital improvement. The library staff is dedicated to the premise that the library should be the information center of the school community and should be at the foreground of educational and technological advances. We actively campaign for adequate funding.